

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 17 MARCH 2015**

CARL ASKEW
Chief Executive Officer

19 March 2015

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WORKS AND CORPORATE SERVICES COMMITTEE
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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:00 PM.

2 DISCLAIMER

The Presiding Member drew attention to the Town's disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

4 PUBLIC QUESTION TIME**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Peter Jeanes	
Cr Sally Pyvis	
Cr Philip Angers	

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mr Doug Elkins	Manager Engineering Services
Ms Melissa Rachan	Sustainability Officer
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Helen Burke

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Mayor Dawkins, seconded Cr Angers

THAT the following requests for leave of absence be approved:

- 1. Cr Jeanes from the April Works and Corporate Services Committee meeting; and**
- 2. Cr Rowell from the May Works and Corporate Services Committee meeting.**

Carried 5/0

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Jeanes, seconded Mayor Dawkins

[Minutes February 17 2015 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 17 February 2015 be confirmed.

Carried 5/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

The following items were dealt with en bloc:

- 10.3.1 Statutory Financial Reports for the Period 1 July 2014 to 28 February 2015
- 10.3.2 Schedule of Investments and Loans as at 28 February 2015
- 10.3.3 List of Accounts Paid for the Month of February 2015
- 10.3.4 Rates and Sundry Debtors Reports as at 28 February 2015

10 REPORTS

10.1 ADMINISTRATION

10.1.1 TOWN OF COTTESLOE CARBON INVENTORY REPORT 2013/2014

File Ref: SUB/1161
Attachments: [Town of Cottesloe Carbon Inventory Report 2013 2014](#)
Responsible Officer: Andrew Jackson
Manager Development Services
Author: Melissa Rachan
Sustainability Officer
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

The Town of Cottesloe Carbon Inventory Report summaries the findings from the most recent greenhouse gas inventory. The inventory calculates emissions released as a result of the Town's operation in the 2013/2014 financial year. Annual data collection and reporting is necessary to track progress and highlight areas for improvements. In its fifth consecutive year of carbon accounting, the Town is on track to becoming carbon neutral by the target date of 2015.

The 2013/2014 inventory calculated 294 tonnes of Carbon Dioxide equivalent (CO₂-e). This compares to a baseline greenhouse gas footprint of 806 tonnes of CO₂-e for the baseline year of 2009/2010. This significant reduction can be attributed to both increased efficiency in the way the Town operates as well as reporting changes in accordance with the Department of the Environment. Having decreased emissions by over 60% since baseline reporting, the Town is well positioned to purchase carbon offsets as part of the final requirement in the four-step process to becoming a carbon neutral council.

BACKGROUND

On 21 June 2011, Council was presented with the baseline measurements of the Town's carbon footprint. The document identified sources of emissions, summarised the Town's greenhouse gas profile, and concluded that the Town had a carbon footprint of 806 tonnes CO₂-e for that year. The development of the inventory marked the completion of Step 1 in the process to become carbon neutral.

Subsequent inventories presented to Council have demonstrated a continued reduction in emissions. The carbon footprint for 2010/2011 was recorded as 724 tonnes of CO₂-e, in 2011/2012 this was further reduced to 478 tonnes CO₂-e and in 2012/2013 the Town's carbon footprint amounted to 372 tonnes CO₂-e. In June 2012 Step 2 of the process was completed with the development of a Greenhouse Gas Reduction Plan, presented to Council on 17 July 2012. This document set emissions reduction targets and recommended an approach to carbon abatement.

Step 3 is an ongoing process of implementing abatement actions in order to reduce greenhouse gas emissions as much as practical. Several large scale emissions abatement initiatives have been undertaken by the Town since the commencement of voluntary reporting. Such initiatives include the installation of a 15 kilowatt solar system on the Civic Centre building; the implementation of Personal Computer power management; a reduction of cars in the Town's fleet; the introduction of a staff sustainable travel allowance; and the bulk purchase of Green Power.

DISCUSSION OF THE 2013/2014 INVENTORY

The attached report provides a description and analysis of the 2013/2014 inventory. The report has been based on the format of all previous documents to allow for easy comparison.

The primary emissions-related activities at the Town for 2013/2014 were:

- Purchased electricity for the Town's buildings and infrastructure;
- Petrol combustion from fleet vehicles for transportation (includes work and private use of vehicles);
- Purchased electricity for Western Power-owned streetlights; and
- Town-generated waste sent to landfill.

Purchased electricity for the Town's buildings is the largest contributor to the Town's footprint, making up 48.3% of the total. There have, however, been significant reductions in the total cost, consumption and therefore emissions relating to this activity. This can directly be attributed to the installation of a solar panel system at the Civic Centre in February 2013. Pre-installation (February to December 2012) the Town's electricity bill for the site was \$37,573.45, post-installation (February to December 2014) it fell to \$33,856.20 despite an 11% increase in electricity tariffs.

Fuel for fleet vehicles contributes to 30.4% of the Town's total footprint, making it the second largest contributor to greenhouse gas emissions. However, actual fuel consumption and therefore emissions have decreased by almost 10 tonnes CO₂-e since the last reporting period.

Due to changes in reporting, purchased electricity for streetlights only makes up 11.1% of the total footprint, however, it sits significantly higher than other emissions-related activities in terms of consumption amount and therefore cost to the Town. The Town spent \$146,140 on purchased electricity for Western Power-owned streetlights in the 2013/2014 financial year. As ownership of the infrastructure falls to Western Power the Town has little authority to make changes. Waste, business travel and paper use make up 10% of the total footprint.

BECOMING A CARBON NEUTRAL COUNCIL

In 2010 Council resolved to become carbon neutral by the year 2015. The emissions abated to date have amounted to a significant decrease in the Town's total carbon footprint. However, as the Town's footprint becomes smaller, opportunities for significant reductions become limited. Purchasing offsets is necessary to gain carbon neutral status. Carbon offsetting requires Council to invest in projects that reduce greenhouse gas emissions or sequester carbon from the atmosphere in order to compensate for remaining emissions that the Town produces.

It is recommended that Council endorse a Carbon Offset Purchasing Guideline to ensure that all carbon offset transactions reflect best-practice standards as well as taking into account best value for money. The guideline will assist Council in purchasing offsets that are credible, ensuring that emissions reductions are verifiable, quantifiable and permanent.

Reporting of the Town's carbon inventory is undertaken each financial year, therefore, carbon offsets will be purchased to cancel out all remaining emissions from the 2014/2015 carbon inventory, consequently fulfilling Council's resolution to become carbon neutral by 2015. In order to legitimise claims of carbon neutrality it is recommended that the 2014/2015 carbon inventory is audited by a suitably qualified, independent auditor. The 2014/2015 inventory will be presented to Council at the start of the 2015/2016 financial year.

POLICY IMPLICATIONS

Climate Change Policy:

The Town has demonstrated a proactive approach to climate change mitigation through its commitment to become carbon neutral. Emissions abatement actions, such as the installation of the solar power system, will leave the Town better prepared to deal with climate change while alleviating the effects of rising energy costs.

FINANCIAL IMPLICATIONS

It is recommended that \$28,000 is set aside in the 2015/2016 sustainability budget for the carbon neutral project in order to achieve the fourth and final step of becoming a carbon neutral council which includes purchasing offsets as well as a process of independent auditing.

SUSTAINABILITY IMPLICATIONS

The carbon neutral project has positive ongoing sustainability gains through reducing Town-related emissions. This project is also successful in fulfilling the Town's ambitions to lead other organisations by example in reducing environmental impact. The carbon neutral project demonstrates to the community the Town's proactive approach to sustainability and encourages behaviour change at home.

CONSULTATION

Activity data for the 2013/2014 inventory was collected from a range of sources, including utility bills, monthly reports and directly from service providers. Further detail can be found in the 2013/2014 inventory.

STAFF COMMENT

The 2013/2014 inventory illustrates a significant decrease in Council-related emissions. Since the baseline year, the total carbon footprint has decreased by 512 tonnes CO₂-e. This is the result of a combination of abatement actions implemented by the Town and changes to the way emissions are reported and calculated. The results of this inventory demonstrate an encouraging trend and confirm that the Town is on track to meeting its overarching goal of carbon neutrality by 2015.

The attached inventory report illustrates the Town's ongoing commitment to sustainability. It is recommended that this be published on the Town's website for the purpose of transparency and improved community awareness.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Jeanes stated that, where possible, the Town should aim to further reduce its carbon emissions rather than purchasing carbon offsets to become carbon neutral.

Mayor Dawkins commended the Sustainability Officer on her clear and accessible report.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Pyvis, seconded Cr Jeanes

THAT Council:

- 1. Note the completion of the emissions inventory and report for 2013/2014 and the progress made in reducing the Town's emissions;**
- 2. Develop Carbon Offset Purchasing Guidelines during 2015; and**
- 3. Publish the 2013/2014 Carbon Inventory Report on the Town's website by April 2015.**

Carried 5/0

The Sustainability Officer left the Mayor's Parlour at 6:05 PM and did not return.

10.1.2 FINAL ADOPTION OF THE CORPORATE BUSINESS PLAN 2014 - 2018

File Ref: SUB/1910
Attachments: [Attachment 1 Corporate Business Plan 2014 2018](#)
[Attachment 2 Feedback Received](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

In December 2014, Council resolved to advertise a draft Corporate Business Plan and seek community feedback on the plan. The Corporate Business Plan is now being presented for final adoption.

BACKGROUND

As a part of the State Government's Integrated Planning and Reporting Framework, the Town is required to have in place a Corporate Business Plan. The purpose of the Corporate Business Plan is to show how the Town's Strategic Community Plan will be implemented, after considering the available resources.

Following the adoption of the Strategic Community Plan in December 2013, work began on the development of the Corporate Business Plan. The development of the plan was slowed however, as resources were diverted to investigate the potential impacts of the State Government's reform program for Cottesloe, following the rejecting of the Local Government Advisory Boards recommendations for the Town, focus was shifted back to finalising the Corporate Business Plan as soon as possible.

STRATEGIC IMPLICATIONS

The Corporate Business Plan set out the projects and actions that are required for the Town to achieved the community's objectives, as set out in the Strategic Community Plan.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The *Local Government Act 1995* at section 5.56 requires each local government to have a Plan for the Future. This Part of the Act also provides that the State may make regulations on how such a plan is created and what it should contain.

The *Local Government (Administration) Regulations 1996* contain two Regulations, being 19C and 19D that set out the requirements for the Plan for the Future. Essentially, the Regulations have the combined effect of having two separate plans, being the Strategic Community Plan and the Corporate Business Plan – but that together these plans form the Plan for the Future as required by the Act.

FINANCIAL IMPLICATIONS

The costs associated with the writing and advertising of the Corporate Business Plan have been able to have been met within existing operational budgets.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The projects and actions listed in the draft Corporate Business Plan were developed in consultation with senior staff and Council. An extensive workshop was held in November 2014 to this effect.

Following the December 2014 resolution, the Plan and request for feedback were advertised in a local paper and on the Council's website. Following the due date for comments, two submissions were received.

While the number of submissions was lower than hoped, the quality of the submissions was very high. Many of the comments and requests have been able to be met and included in the plan, which is now being presented for final adoption.

A summary of the suggestions is included in the table below.

Priority Area / Project	Suggestion	Response
Protect and enhance the wellbeing of residents and visitors. 1.5 – Continue to improve access and inclusion of aged persons and those with disabilities.	That the project “Undertake an audit of accessibility for all public buildings and infrastructure within the Town” be replaced with “Progress works on the ‘Access Audits’ (B. Kidd Nov 2006) for all public buildings and infrastructure within the Town”	The project listed was done on the premise that in 2016 / 2017, the year in which the project was listed, the existing audit mentioned would be 10 years old, and as such should be redone. In that time public buildings and infrastructure have changed, as have the requirements for universal access. Undoubtedly, the initial audit would heavily influence the project.
Achieving connectivity between east and west Cottesloe. 2.1 Proactively pursue solutions for Curtin Avenue and the Railway	The comment seeks to change the success indicator to include a commitment of funds and project guidelines.	When considering success indicators, it was considered important to have things that were considered achievable within the term of the plan (4 years). If within the next 2 to 3 years, a project was

		announced, the success indicator would likely be updated to “have a commitment of funds”.
<p>Achieving connectivity between east and west Cottesloe.</p> <p>2.2 Produce a draft structure plan for consultation purposes showing the sinking of the railway and realignment of Curtin Avenue together with "what's possible" in terms of sustainable</p>	<p>The question was raised as to why railway crossings were being considered in the western suburbs?</p>	<p>The plan mentioned in this objective would be one that considers the future of the railway crossings and their management. Currently there is no such plan.</p>
<p>Enhancing beach access and the foreshore.</p> <p>3.1 Implement the Foreshore Redevelopment Plan</p>	<p>A new project suggested being; “Prioritise traffic management studies, planning strategies and a Parking Matters Policy”</p>	<p>The draft plan has been updated to show a baseline traffic study and develop a traffic management policy as well as a parking strategy and policy for this priority area.</p>
<p>Managing Development</p> <p>4.3 Consider undeveloped government owned land for higher density development</p>	<p>A new project suggested being; “Prioritise traffic management studies and planning strategies in conjunction with State Government, Landcorp and relevant parties”</p>	<p>As this project does not mention any specific land for development, it would be difficult to implement a project developing traffic management studies in the short term. However the basis of the suggestion is reasonable in that it appears to be suggesting that traffic management be considered. As such project c has been updated to include “impact assessments” within the structure plans</p>
<p>Providing sustainable infrastructure and community amenities.</p> <p>5.2 Manage assets that have a realisable value</p>	<p>A new project suggested being: “Prioritise traffic management studies and planning strategies in conjunction with the relevant parties.”</p>	<p>Project c has been updated within the draft plan to include planning strategies and traffic management studies.</p>

<p>Providing sustainable infrastructure and community amenities.</p> <p>5.4 Maximising income from non rates sources</p>	<p>A suggestion has been made that a list of leases be provided showing the current income from these leases and their expiry date, be included within the plan.</p>	<p>While there are some issues with regards to commercial sensitivities, the Town is required to advertise the disposal of land (including leases), with term, value and consideration to be received. The most appropriate place for such information would be in the annual report.</p>
<p>Providing open and accountable local governance.</p> <p>6.3 Implement technologies to enhance decision making, communication and service delivery</p>	<p>A new project suggested being "Develop a Town of Cottesloe Monthly Newsletter online, that best meets the needs of the community"</p>	<p>While the project hasn't been included in the draft document, it will be investigated further by administration and reported back to Council in the future.</p>
<p>Pre amble and introduction</p>	<p>A number of changes are suggested to the text as a result of the changes to the State Governments Reform process</p>	<p>The document has been updated to reflect these changes</p>
<p>Priority Areas</p>	<p>Some suggestions were made to reword the priority areas and re-assign priorities</p>	<p>The priority areas are as set within the Strategic Community Plan. As the CBP seeks to implement this plan, it is important that the priority areas and numbers align. The feedback will be kept and used during the desktop review of the Strategic Community Plan, due later in 2015.</p>

STAFF COMMENT

In providing comment on the submissions received, it's first noteworthy that no overall objections were received. Rather, the feedback suggested ways that the plan could be improved as noted above. The quality of the feedback was high and many of the comments have resulted in updates to the plan as presented to Council.

It is important to note though that this plan cannot be considered in isolation. This plan shows how the Town intends to implement that Council's Strategic Community Plan, and needs to be considered in that context. With a desktop review of the Strategic Community Plan due later this year, the comments received in this process as well as progress towards the projects shown will be included in that review.

VOTING

Absolute Majority

COMMITTEE DISCUSSION

Cr Pyvis stated she was pleased to see that the report considered resident Patricia Carmichael's suggestion that a monthly online newsletter be developed. The Chief Executive Officer (CEO) advised that Cottesloe Council News is available monthly on the Town's website and the website also has the facility for residents to provide feedback. He acknowledged that there is always more that can be done.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council:

- 1. Adopt the Corporate Business Plan as shown in Attachment 1.**
- 2. Thank those who made a submission during the consultation phase.**

Carried 5/0

10.1.3 ORDINARY ELECTION - APPOINTMENT OF STATE ELECTORAL COMMISSIONER AS RETURNING OFFICER FOR POSTAL VOTE ELECTIONS

File Ref: SUB/1876
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

A recommendation is made to declare, in accordance with section 4.20(4) of the *Local Government Act, 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may also be required and to decide, in accordance with section 4.61(2) of the *Local Government Act, 1995*, that the method of conducting the election will be as a postal election.

BACKGROUND

To assist in budget preparations the WA Electoral Commission has provided Council with an estimate for the next scheduled ordinary elections, planned for 17 October 2015.

The current procedure required by the *Local Government Act, 1995* is that the Electoral Commissioner's written agreement is to be obtained before the vote is taken. To facilitate the process, the letter received by the Town from the Electoral Commissioner can be taken as agreement to be responsible for the conduct of the ordinary elections in 2015 for the Town of Cottesloe, together with any other elections or polls that may also be required.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act, 1995 – Sections 4.20(4) and 4.61(2) which read as follows:

4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner,

appoint* a person other than the CEO to be the returning officer of the local government for —

- (a) an election; or
- (b) all elections held while the appointment of the person subsists.

* *Absolute majority required.*

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* *Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
 - postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
 - voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.
 - * *Absolute majority required.*
- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.
- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

FINANCIAL IMPLICATIONS

The estimated cost for the 2015 election is \$27,000 including GST, which has been based on the following assumptions:

- 5,600 electors;
- response rate of approximately 50%;
- 4 vacancies;
- count to be conducted at the premises of the Town of Cottesloe
- appointment of a local Returning Officer;
- standard Australia Post delivery service to apply.

Costs not incorporated in the estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns;
- one local government staff member to work in the polling place on election day; and
- any additional postage rate increased by Australia Post.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Given that Council's previous election was held via postal elections and voter turnout was increased, this method of voting is recommended for the 2015 Ordinary Elections.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION**Moved Cr Jeanes, seconded Mayor Dawkins****THAT Council:**

- 1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or poll which may be required; and**
- 2. Decide, in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.**

Carried 5/0

10.1.4 EVENT APPLICATION – FUNDRAISING EVENT FOR SURF RESCUE HELICOPTER

File Ref: SUB/1929
Attachments: [Site Plan](#)
[Draft Operations Plan](#)
[Email from Sculpture by the Sea](#)
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Sherilee Macready
Community Development Officer
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

Surf Life Saving Western Australia and Westpac are seeking approval for additional event activities at Cottesloe foreshore for their approved event, the Surf Life Saving WA and Westpac Rescue Helicopter Services Fundraising Event – The Big Beach Brekky and World Record Attempt, to be held at Cottesloe Beach on Saturday 28 March 2015, from 9.00am to 12.00pm.

BACKGROUND

An application was received from Westpac and Surf Life Saving WA in December 2014, for a fundraising event and BBQ at Cottesloe Beach, north of Indiana Restaurant, on the 28 March 2015. The event raises money for Surf Life Saving WA and its provision of the two Westpac Rescue Helicopters, and comprises a world record attempt and fundraiser for the most people building sandcastles simultaneously in an hour, and includes a BBQ breakfast to complete the event.

At the time, consultation was carried out with Cottesloe Surf Life Saving Club, who provided a letter of support for the event. Additionally, Sculpture by the Sea organisers provided a letter to advise the Town that the de-installation phase of the exhibition would be completed prior the 28 March 2015.

Working within the parameters of the Town's Beach Policy, the Chief Executive Officer was able to approve the event administratively in early January 2015.

Organisers of the event have fine-tuned the event particulars, and are currently seeking approval for additional activities on the Cottesloe foreshore grassed area at the corner of Napier Street and Marine Parade (west side), that were not requested in their original application.

The additional activities include: presence of a professional Sand Sculptor creating a sculpture in a fenced off section on the grassed area, from Wednesday 25 March, to Saturday 28 March 2015, with a view to being a welcoming attraction for the event; a bouncy castle for children attending the event to play on and the location of the registration tent for competitors taking part in the sand castle building competition, to be placed on the grassed area rather than on the beach itself. A map has been provided outlining the proposed event set up.

The request for the additional “bump in” days for the Sand Sculptor takes into account the time required for the sculptor to build and complete the artwork piece in time for the event day. The event management company has indicated they will allocate a five metre squared fenced off area for the sculptor to work within and display the piece of artwork. Security guards will be employed overnight during the dates that the sand sculpture is at the Cottesloe foreshore.

Apart from the presence of the Sand Sculptor, organisers have advised that all remaining event infrastructures will be “bumped in” on the morning of the event, Saturday 28 March 2015. This is to allow for wind and tidal changes that may have occurred at the beach, as well as to accommodate the de-installation phase of the Sculpture by the Sea exhibition.

Organisers of the event have introduced risk control measures including beach safety plans, and on-hand first aid through the Cottesloe and North Cottesloe Surf Life Saving Clubs.

Organisers have indicated that they will be providing 8 portable toilets and additional bins at the event site to cater for between 500 - 2000 expected participants and their spectators.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy – This event appears to be in compliance with the Town of Cottesloe’s Beach Policy.

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has the provision for the maintenance and management of beaches and beach reserves.

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Adequate arrangements are made for rubbish collection and removal of recyclable materials.

The Coastcare Officer was asked for comment regarding the coastal sustainability implications of this event. It was recommended that the volunteer or registration event stations be situated close to the designated pathways to ensure that members of the public are encouraged to use the designated pathways when traversing to the beach. Additionally, the Coastcare Officer offered to provide signage examples that could be displayed at the event to encourage participants, volunteers and staff to use

designated pathways, in an effort to protect the sensitive vegetation and sand dunes in the area.

CONSULTATION

Sculpture by the Sea organisers have indicated that the de-installation phase of the event will be completed by Friday 27 March 2015, in time for the beach event, with the grassed foreshore area indicated on the event map being available for use from Wednesday, 25 March 2015 onwards.

North Cottesloe Surf Life Saving Club and Cottesloe Surf Life Saving Club are supportive of this event, and organisers have indicated that the Clubs will assist with providing volunteers for beach safety and first aid tasks.

STAFF COMMENT

As the events main purpose is to fundraise for provision of Surf Life Saving Western Australia's Westpac Rescue Helicopter Services, which provide a valuable service in our community and the low impact expected, the event is recommended for approval.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Pyvis expressed concern regarding the sustainability implications of the event. Cr Pyvis requested assurance that additional bins will be provided and further information on the packaging and utensils used for the barbeque.

Cr Pyvis stated that bottled water should not be sold at the event and suggested that the Town contact the Western Metropolitan Regional Council to utilise their water refill station.

The CEO advised that the Community Development Officer will provide further information to Council before the next meeting.

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council approve the additional activities at Cottesloe foreshore grassed area as requested by the event organisers, taking place between, Wednesday 25 March and Saturday 28 March 2015, subject to the following conditions:

- 1. That the event organisers are able to provide proof of adequate public liability insurance for all aspects of the event, for no less than \$10 million;**
- 2. Additional toilets are provided to the satisfaction of the Chief Executive Officer;**
- 3. Adequate arrangements for rubbish collection and removal, including the provision for recycling;**
- 4. Compliance with the *Environmental Protection (Noise) Regulations 1997*;**

5. **Compliance with requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*;**
6. **Class the event as a “Charitable Event” and charge no fee for the event; and**
7. **Organisers encourage members of the public attending their event, to use designated beach pathways when accessing the beach, by way of signage at key points along the Cottesloe foreshore.**

Carried 5/0

10.1.5 2015 WHALEBONE CLASSIC

File Ref: SUB/1983
Attachments: [Event Application Form](#)
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Sherilee Macready
Community Development Officer
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

On Friday 10 July, Saturday 11 July and Sunday 12 July 2015, Surfing Western Australia would like to hold their annual Whalebone Classic at Isolators Reef Cottesloe. The event will be organised by Surfing Western Australia, with support from Funs Back Surf owners, Peter Dunn and Simone Quartermaine, and the Cottesloe Longboard Club.

BACKGROUND

The Whalebone Classic is a local event, consisting primarily of a three day professional longboard surfing competition. It has been running for the past 17 years without incident.

A marquee tent will be set up for local sponsors to advertise their surf wares. Profits over the weekend are then distributed to Surf Aid International and other not-for-profit organisations.

With 130 competitors expected, together with attending spectators, extra toilets will be provided by the organisers. Rubbish bins are required, which have been supplied by the Council in previous years in support of this community event.

Event commentators will make brief announcements from 7.00am – 5.00pm on each day of the competition.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Beach Policy

STATUTORY ENVIRONMENT

Beaches and Beach Reserves Local Law 2012 has provision for the maintenance and management of beaches and beach reserves.

FINANCIAL IMPLICATIONS

There is a small cost in the provision of additional bins for the event, but this can be met within normal operation budgets.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

The Sustainability Officer and the Coast Care Officer were asked for comment regarding the sustainability implications of this event. It was advised that event organisers are encouraged to manage access to Isolators Reef by competitors and members of the public attending the event, by encouraging people to use designated pathways.

CONSULTATION

Nil

STAFF COMMENT

As the event is a long standing annual event, with broad community support and a history of success in the running of the event, it is recommended for approval.

If Council charges beach hire for this event, under community classification, it would total \$550 per day. The Town has not charged in the past for the use of Isolators Reef for this event as there is little disruption to other patrons using the area.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Angers

THAT Council approve the application to hold the 2015 Whalebone Classic at Isolators Reef on Friday 10 July, Saturday 11 July and Sunday 12 July 2015, subject to the following conditions:

- 1. That the event organisers are able to provide proof of adequate public liability insurance for all aspects of the event, for no less than \$10 million;**
- 2. Additional toilets are provided to the satisfaction of the Chief Executive Officer;**
- 3. That the \$550 fee be waived subject to this support being appropriately acknowledged;**
- 4. Compliance with the *Environmental Protection (Noise) Regulations 1997*; and**
- 5. Compliance with requirements for sanitary facilities, access and egress, first aid and emergency response as per the *Health (Public Buildings) Regulations 1992*.**

Carried 5/0

10.2 ENGINEERING

10.2.1 ADOPTION OF FIVE YEAR CAPITAL WORKS PLAN – INFRASTRUCTURE AND PLANT RENEWAL, EXPANSION AND UPGRADE

File Ref: SUB/707
Attachments: [Draft Five Year Plans](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

Draft five year plans for roads, laneways, drainage, footpaths, parks and reserves, plant and equipment and building refurbishment are presented for Council's endorsement.

BACKGROUND

Each year, Council adopts a five year plan detailing its intended expenditure on infrastructure over the next five years. In accordance with this practice, and Council's policy, a new five year plan is presented to Council for review and endorsement. The first year of the five year plan, once adopted, will form the basis for the 2015/16 financial year infrastructure budget.

STRATEGIC IMPLICATIONS

The five year plan is a short to medium term strategic plan for the funding of the renewal, expansion and upgrade of infrastructure assets. In the near future, investment in infrastructure will be guided by asset management plans and the Long Term Financial Management Plan.

POLICY IMPLICATIONS

The presentation of the attached five year plans is in accordance with Council's Engineering Programs – Long Term policy. The five year plans are consistent with Council's policies on Right of Ways and Footpaths.

STATUTORY ENVIRONMENT

The *Local Government (Administration) Regulations 1996* ('Regulations') require Council to adopt a Corporate Business Plan and a Strategic Community Plan. Asset management plans are considered informing plans to these documents and determine the level of sophistication of Council management as viewed by the Department of Local Government and Communities. As the Town does not currently have asset management plans, the five year plans substitute to guide the Corporate Business Plan (through the Long Term Financial Management Plan).

Strictly, the *Regulations* do not require Council to adopt asset management plans. They do, however, require Council integrate asset management into the Corporate

Business Plan. Accordingly, arguably, the adoption of five year plans does tick the legislative box.

FINANCIAL IMPLICATIONS

The five year plans detail Council's current plan for the major part of its expenditure over the next five years. The current review is approximately maintaining Council's current financial commitment, with the inclusion of the currently adopted plan for the allocation of funds from the sale of the Depot site.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil. The current five year plans have not been created in the context of an asset management plan and accordingly have not been developed in consideration of community and Council's desires versus capacity to pay.

CONSULTATION

Nil

STAFF COMMENT

Previous five year plan updates have been based on the addition of a new year five and bringing forward the previously adopted five year plan by one year. This year the whole of the plan was reviewed, using the previously adopted five year plans as a framework for the updated plans. As the previous plans formed the basis of the review, much of the proposed new plans is consistent, however, there are a number of significant changes.

Significant changes to the proposed five year plans are as follows:

- The depot funds strategy has been incorporated into the five year plan;
- The major roads plan has been incorporated into the road plan;
- The road and footpath plans have been adjusted to put works in the same street in the same financial year, and works in connecting streets in the same financial year (i.e. the order of works has been rearranged to get a whole street or group of streets completed in a single year);
- The footpath plan has been updated to reflect the most recent physical inspection of the path network;
- The laneway plan has been updated to complete larger lengths of higher volume laneways (volume determined by primary car park frontage to the laneway);
- The road plan has been updated to include the replacement of kerbs, due to kerb face being lost when roads are re-asphalted;
- The capital component of the Civic Centre Building budget and the Civic Centre Grounds budget has been removed from the operational budget and included in the Building Refurbishment budget;
- The Civic Centre Building and Civic Centre Grounds budgets have been adjusted to more accurately reflect the salary costs associated with those budgets; and
- The infrastructure budget defines the expenditure category (i.e. asset renewal, upgrade or expansion).

The following table summarises the program expenditure for the next five years.

		2015/16	2016/17	2017/18	2018/19	2019/20
Road	Rates	330,000	330,000	330,000	330,000	330,000
	Depot Funds	165,000	210,000	0	0	0
	Grants	0	0	0	66,000	0
	Total	495,000	540,000	330,000	396,000	330,000
Laneway Upgrade	Rates	80,000	80,000	80,000	80,000	120,000
	Depot Funds	0	0	0	0	0
	Grants	0	0	0	0	0
	Total	80,000	80,000	80,000	80,000	120,000
Drainage	Rates	20,000	20,000	20,000	20,000	20,000
	Depot Funds	0	0	0	0	0
	Grants	0	0	0	0	0
	Total	20,000	20,000	20,000	20,000	20,000
Footpath	Rates	150,000	150,000	150,000	150,000	110,000
	Depot Funds	0	105,065	430,757	165,572	169,711
	Grants	0	0	0	0	0
	Total	150,000	255,065	580,757	315,572	279,711
Streetscape	Rates	50,000	50,000	50,000	50,000	50,000
	Depot Funds	435,625	341,453	1,058,505	137,977	0
	Grants	0	0	0	0	0
	Total	485,625	391,453	1,108,505	187,977	50,000
Parks and Reserves	Rates	90,000	75,000	75,000	75,000	75,000
	Depot Funds	738,000	808,982	290,761	0	0
	Grants	0	0	0	0	0
	Total	828,000	883,982	365,761	75,000	75,000
Plant and Equipment	Rates	213,100	206,000	222,500	226,900	217,500
	Depot Funds	0	0	0	0	0
	Grants	0	0	0	0	0
	Total	213,100	206,000	222,500	226,900	217,500
Building Refurbishment	Rates	386,500	386,500	386,500	386,500	386,500
	Depot Funds	1,332,500	1,050,625	53,845	496,716	0
	Grants	0	0	0	0	0
	Total	1,719,000	1,437,125	440,345	883,216	386,500
Total Annual Budget	Rates	1,319,600	1,297,500	1,314,000	1,318,400	1,309,000
	Depot Funds	2,671,125	2,516,125	1,833,868	800,265	169,711
	Grants	0	0	0	66,000	0
	Total	3,990,725	3,813,625	3,147,868	2,184,665	1,478,711

It is recommended that Council adopt the draft five year plans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council adopt the attached five year plans for roads, laneways, drainage, footpaths, parks and reserves, plant and equipment and building refurbishment with year one to form the basis for the development of the 2015/2016 Budget.

Carried 5/0

10.2.2 REMOVAL OF FIG TREE – CIVIC CENTRE MAIN LAWN

File Ref: SUB/398
Attachments: [Photo 1 Damage Caused By Tree](#)
[Photo 2 Main Lawn Stage c1963](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to endorse the removal of a Fig Tree adjacent to a retaining wall on the Civic Centre Main Lawn.

BACKGROUND

A Fig Tree, to the immediate south of the stage on the Main Lawn of the Civic Centre, is causing a section of the retaining wall and balustrade to fail. In order to repair the wall, it is necessary for the tree to be removed. Photo 1 in the attachments shows the damage being caused by the tree. Photo 2 shows the stage area around 1963. While not absolutely certain, officers believe the second photo to show the Fig Tree did not exist at this time.

In anticipation of the need to ultimately remove the tree, a Peppermint Tree was planted several years ago to replace the Fig Tree.

Council is asked to endorse the removal of the Fig Tree.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil, however, the Council's Street Tree policy requires a replacement tree to be planted when a street tree is removed.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The cost of the tree removal is \$3,000. This is a component of the cost of repairing the damage to the wall. The estimated cost of repairing the retaining wall is \$40,000 to \$50,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil. A replacement tree has been planted. The replacement tree is a local native

CONSULTATION

Nil

STAFF COMMENT

The Fig Tree is causing damage to the wall and will require removal in order to fix the wall. Over time, the damage will continue to occur until the balustrade collapses or the wall ultimately crumbles. While a definitive determination cannot be made, based on photos and the location of the tree, officers consider it most likely that the tree was self-seeded. As such, the tree is not considered to have any heritage or character value to the grounds. In accordance with Council's practice of replacing trees that are removed, some time ago, officers planted a Peppermint Tree in close proximity to the Fig Tree, but further from the wall.

While the tree needs to be removed, it is not intended that the tree will be removed until shortly before the commencement of works to make good damage to the wall. It was intended that these works would commence this financial year. However, officers have identified excessive movement of a wall between the Main Lawn and the Lower (Western) Lawn. Repairing this wall is likely to take priority. If this is the case, the Fig Tree will be retained until the funds are available to fund the repair of the adjacent wall.

It is recommended that Council endorse the removal of the Fig Tree.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Angers, seconded Cr Jeanes

THAT Council endorse the removal of the Fig Tree, located to the immediate south of the stage on the Main Lawn of the Civic Centre, with the works to be carried out a short time prior to the commencement of the repairs to the adjacent wall.

Carried 5/0

10.2.3 ADOPTION OF LOCAL RECOVERY ARRANGEMENTS FOR THE TOWN OF COTTESLOE

File Ref: SUB/218; SUB/1834
Attachments: [Town of Cottesloe Local Recovery Arrangements](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Doug Elkins
Manager Engineering Services
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

Council last adopted a Local Recovery Plan in July 2007. This plan is partly out of date and is generic. Council is asked to adopt an updated and more detailed Local Recovery Plan.

BACKGROUND

The *Emergency Management Act 2005* places a number of responsibilities on Local Government, along with various other agencies, before, during and following an emergency event. To discharge its responsibilities, the Town of Cottesloe has partnered with a number of other Local Governments to create the Western Central Local Emergency Management Arrangements. In July 2007, Council adopted a Local Recovery Plan, which was appended to the Western Central Local Emergency Management Committee Recovery Plan. After a period of almost eight years, it was considered appropriate to review the plan and present an updated plan for endorsement by Council. Further, the previous plan was generic, with only contact details being specific to the Town of Cottesloe, so an updated plan is an opportunity to include more detail to the plan in order to make it of more operational value in an emergency recovery and response. An updated draft plan, titled Town of Cottesloe Local Recovery Arrangements, is included in the attachments.

STRATEGIC IMPLICATIONS

The Local Recovery Plan is the strategy for initially responding to, and recovering from, an emergency within the Town of Cottesloe. While the plan will be appended to the greater plan that covers the Western Central group, the focus of the plan and the detail within the plan, is Cottesloe-centric.

POLICY IMPLICATIONS

The updated plan is a policy level document. The plan provides an order of response priority to guide the way resources will be allocated in an emergency event. Relevantly, the plan empowers responders to delay responding to lower priority issues.

STATUTORY ENVIRONMENT

Emergency preparedness is a legislated responsibility of Local Government, required by the *Emergency Management Act 2005*.

FINANCIAL IMPLICATIONS

The plan provides details of the current capacity of the organisation and the priority of resource allocation. In a large emergency event, it is likely that the Town will need to absorb costs. In order to ensure the Town is in the best possible position to claim costs from the Hazard Management Authority responsible for the emergency event, or from the Western Australian Disaster Relief Funding Arrangements, the plan includes the Town's Finance Manager as a key person in the Local Recovery Committee.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The previous Local Recovery Plan was limited in detail. It provided the make-up of the Local Recovery Committee and suggestions of possible sub-committees, which may be required for a particular emergency event. The previous plan also provided a list of contact details for staff, local hospitals and various other agencies and groups.

The update plan captures much of the previous plan. The contact details of staff has been removed, due to the frequent changing of staff and the ease at which an internal phone list can be acquired. Also removed is the contact details for the local hospitals, as they are outside of the district and, in the case of an emergency event large enough to require local hospitals to activate their emergency plans, this will be triggered by a Hazard Management Agency or the Police/Ambulance and not the Town.

The following key things have been added to the proposed plan:

- Details of the role of the Local Recovery Coordinator.
- The addition of the Finance Manager as a member of the Local Recovery Committee.
- Updated key contact groups for possible inclusion in sub-committees.
- A public broadcasting strategy for the provision of basic information, including contact details of Perth radio stations.
- The inclusion of a table of initial response priorities. The plan recognises that the Town will be the first responder on the scene, and in some cases, may be the only responder on the scene. The plan also recognises that smaller emergency events may not be elevated to an Incident Control Group (a group from the responsible agency charged with managing the response to the emergency event) or even a Local Recovery Committee. In this context, the plan provides a response priority for opening roads, inspecting infrastructure, protecting private property and commencing clean-up. Roads are prioritised in a way that considers the risk of death or injury to road users, and the

consequence of congestion or blockages on the ability of outside help to get to Cottesloe or for people to be evacuated from Cottesloe. Although not a road under the management of the Town, Stirling Highway is given the highest priority as, in an emergency, it may be that the Town clears the road in order to allow other emergency vehicles to get to the Town or to facilitate evacuation.

- The plan provides guidance on how to respond to requests for resources by the Incident Control Group.
- The Grove Library and two other large facilities outside of the Town (one in the City of Nedlands and one in the Town of Mosman Park) have been added to the list of possible evacuation centres for a district level event.
- Contact details of local supermarkets, hardware, and road building contractors have been included.
- A list of vehicle and plant owned by the Town has been added.
- Contact details for all schools, kindergartens and child care centres in the district have been included.

It is recommended that the Council adopt the updated Local Recovery Plan.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Pyvis

THAT Council adopt the Local Recovery Plan, titled Town of Cottesloe Local Recovery Arrangements, and dated March 2015, as included in the attachments.

Carried 5/0

10.3 FINANCE

10.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 28 FEBRUARY 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2014 to 28 February 2015.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Statement of Financial Activity on page 1 of the attached Financial Statements shows operating revenue of \$7,757,999 or 80% less than year to date budget. This is due mainly to the delays in the disposal of property and all material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$123,848 or 2% less than year to date budget and capital expenditure, which is detailed on pages 27 to 30, is \$611,003 or 41% more than year to date budget.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Statutory Financial Statements including other financial information as submitted to the 17 March 2015 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 28 FEBRUARY 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Schedule of Investments and the Schedule of Loans as at 28 February 2015, as included in the attached Financial Statements.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 21 of the attached Financial Statements shows a balance of \$4,312,716.45 as at 28 February 2015. Approximately 34% of these funds were invested with the Commonwealth Bank of Australia, 31% with National Australia Bank, 22% with Bankwest and 13% with Westpac Banking Corporation.

The Schedule of Loans on page 22 of the attached Financial Statements shows a balance of \$5,326,361.52 as at 28 February 2015. Included in this balance is \$178,989.81 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 28 February 2015. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 17 March 2015.

Carried 5/0

10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF FEBRUARY 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the list of accounts paid for the month of February 2015, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 17 March 2015.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid for the month of February 2015 is included on pages 12 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention:-

- \$70,666.45 to Perth Green Recycling for waste collection services
 - \$30,344.28 to Surf Life Saving WA for the monthly life saving contract
 - \$162,658.10 to the Shire of Peppermint Grove being Councils quarterly contribution towards the library service
-

- \$30,232.40 to Shine Community Services being Councils half yearly contribution towards the service
- \$87,957.80 & \$87,197.63 to Town of Cottesloe staff for fortnightly payroll
- \$57,336.00 to the Town of Cottesloe Trust Account to balance to trust receipts held by the Town

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the list of accounts paid for the month of February 2015 as included in the attached Financial Statements, as submitted to the 17 March 2015 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 28 FEBRUARY 2015

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 17 March 2015
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Rates and Sundry Debtors Reports

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 23 to 24 of the attached Financial Statements shows a total balance outstanding of \$170,043.94 as at 28 February 2015. Of this amount, \$54,777.00 relates to a non current loan debtor with a community organisation, and of the remaining balance \$79,232.09 is less than sixty days old with the balance of aged debtors being \$36,034.85.

The Rates and Charges Analysis Report of page 25 of the attached Financial Statements shows a total balance outstanding of \$1,158,768.78 as at 28 February 2015 of which \$185,293.94 and \$361,712.66 relates to deferred rates and outstanding emergency services levies. The Statement of Financial Position on page

4 of the attached Financial Statements shows total rates outstanding as a current asset of \$1,187,503 as compared to \$1,115,120 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 28 February 2015 as submitted to the meeting of the Works and Corporate Services Committee.

Carried 5/0

11 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:

12.1 ELECTED MEMBERS

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 6:55 PM.

CONFIRMED: PRESIDING MEMBER _____ DATE: ... / ... / ...